

## APPENDIX C.

[See Chap. 7, Art. 102, Vol. I., C. A. C.]

*Rules for the payment of compensation for land taken up under the Land Acquisition Act, I of 1894. (Finance Department Resolution No. 2209-A, dated 10th May 1895—As modified by Finance Department No. 3469-A., dated 12th August 1896, No. 4166-A., dated 21st September 1897, and No. 1605-A., dated 3rd April 1900.)*

## Land Acquisition Officers.

1. After all preliminaries in respect to estimate, etc., that may be required under departmental rules in force for the time being, have been duly carried out, the land will be taken up under the Act either by the Collector or by some special officer who is placed at the disposal of the Public Works Department, and invested with the powers of a Collector under the Act; the procedure differs in the two cases.

## Procedure of Special Officers appointed under the Act.

2. Officers who are specially employed for this work being invested with the power of a Collector under the Act and placed at the disposal of the Public Works Department, are regarded as Public Works disbursers, and are supplied with funds in the manner prescribed in Article 467 of the Civil Account Code. The following procedure shall be observed by such officers.

3. When an award is made under section 11 of the Act, the officer shall have a statement prepared in the appended form (marked A) showing the amounts payable to each person under the award, and shall, on the day the award is made, forward a copy of the statement, signed by himself, to the Accountant General with whom he is in account. Before signing the copy, the officer should carefully satisfy himself that it correctly shows the amounts due under the award, and should himself enter the total of column 6 of the statement in words both in the original and copy. A subsidiary statement in Form AA giving particulars regarding the acceptance, by the persons concerned, of the amounts entered in column 6 of the award statement should also be furnished to the Accountant General as soon as possible. If the subsidiary statement is not complete on the day that the award is made the necessary entries in column 7 of statement A will be made in the Accountant General's office on the receipt of the statement in Form AA.

4. In cases where an award has been made by a Court under section 26 of the Act, a second award statement should be prepared in the accompanying form (marked B) by the Land Acquisition Officer as soon as the decision of the Court is ascertained, and a copy thereof forwarded to the Accountant General. On receipt of this statement, the Accountant General will proceed to check the entries in columns 1 to 4 with the original award by the officer.

5. Any change in the appointment of the officer's award made by a Court under section 30 of the Act, should also similarly be communicated to the Accountant General for the necessary corrections in the award statement. And if under section 31 (3) of the Act, it has been arranged to grant a compensation otherwise than in cash, the nature of such compensation should be clearly specified in the column of remarks in the award statement.

6. In giving notice of the award under section 12 (2), and tendering payment under section 31 (1) to such of the persons interested as were not present personally or by their representatives when the award was made, the officer shall require them to appear personally or by representatives by a certain date, to receive payment of the compensation awarded to them intimating also that no interest will be allowed to them if they fail to appear. If they do not appear, and do not apply for a reference to the Civil Court under section 18, the officer

shall, after any further endeavour to secure their attendance that may seem desirable, cause the amounts due to be paid in the treasury as revenue deposits payable to the persons to whom they are respectively due, and vouched for in the accompanying form (marked E). The officer shall also give notice to the payees of such deposits, specifying the treasury in which the deposits have been made. When the payees ultimately claim payment of sums placed in deposit, the amounts will be paid to them in the same manner as ordinary revenue deposits. The officer should, as far as possible, arrange to make the payments due in or near the village to which the payees belong, in order that the number of undischarged sums to be placed in deposit on account of non-attendance may be reduced to a minimum. Whenever payment is claimed through a representative, whether before or after deposit of the amount awarded, such representative must show legal authority for receiving the compensation on behalf of his principal.

NOTE 1.—In the Punjab in the case of petty payments if the payees do not appear on the day fixed for payment and do not apply for a reference to the Civil Court under section 18, the officer shall issue notices to them informing them that if they do not attend by a certain date the compensation awarded them will be remitted by money order, the amount of the money order fee being deducted. The following rules must be observed in making such payments by money order :—

- (i) No sums exceeding Rs. 50 in each separate case may be paid by money order.
- (ii) No compensation due on account of land which is owned jointly by the proprietors of a village or sub-division of a village may be paid by money order.
- (iii) With each money order shall be sent a receipt in Form C duly filled in. The post office will return the receipt after it has been signed by the payee to the officer making the payment who will dispose of the receipt in the usual way.
- (iv) For the words "paid in my presence by cash" in Form C, the words "paid by by cheque money order" shall be substituted.

The Accountant General will accept, in the case of compensation paid by money order, a receipt for the amount entered in the award statement less the amount of the money order fee as a valid receipt for the full amount entered in the award statement.

NOTE 2.—In Bombay also orders of a kind somewhat similar to those in the Punjab have been issued by the Local Government with the approval of the Government of India.

7. In making direct payments to the persons interested under the award, the officer shall take the receipt of each person to whom money is paid on a separate voucher in the accompanying form (marked C), containing a reference to the item showing the amount due to that person in the statement prescribed in paragraph 3. In cases where payments are made to a number of persons under a single award, acquittance roll in Form CC may be substituted for separate receipts in Form C. The officer shall forward the separate receipts of the payees or the acquittance roll, as the case may be, to the Accountant General with whom he is in account, when forwarding to him the account of the month in which the payments are made.

8. All payments into Court for deposit under the Act should be made by means of cheques in favour of the presiding officer of the Court, payable by order of the Court to credit of Civil Court Deposits. The cheques should be accompanied with receipts, in triplicate, in Form D, duly filled up, of which one will be retained by the Court for record, and the other two returned duly signed to the Collector, who will keep one copy and forward the other to the Accountant General with the accounts of the month in which the payments are made. Payment of the amounts deposited shall be made under the rules for the payment of Civil Court Deposits.

9. When a Court has awarded any compensation in excess of the officer's award, the further payment due, as entered in column 6 of the award statement in Form B, should be made into the Court by means of a cheque, and the procedure described in the preceding paragraph should be followed, Form D being used with the necessary changes to give full particulars of the order of the Court.

10. A Local Government may authorise any particular Land Acquisition Officer to make all or any of his payments by cheques, provided no inconvenience is caused thereby to the payees in consequence of the property being situated at a distance from the treasury. The use of cheques should be safeguarded by a strict observance of the following rules :—

- (1) Every cheque-book should contain a certain number of cheques, with consecutive printed numbers, and each book should contain its own serial number.

*Page 312, Appendix C, para. 6—*

*Insert the following as Note 3 to this para. :—*

“NOTE 3.—The Government of India have sanctioned the introduction in the Madras Presidency also of the practice of remitting by money order amounts of less than Rs. 50 awarded as compensation in land acquisition cases.”

*6th list—1-8-14.*

- (2) The serial number of the cheque-book and the number of cheques it contains should be reported to the Treasury Officer before the book is brought into use.
- (3) The cheque-book should be kept under lock and key by the Land Acquisition Officer himself.
- (4) The cheques should be filled up by the Land Acquisition Officer, with his own hand, in words as well as figures and cheques should be enclosed "under R."
- (5) A periodical examination of pass-books, from the treasury with the counterfoils of the cheque-book should be made by the Land Acquisition Officer himself.

#### **Payments under the Act after the Special Officer is relieved of his Special Duties.**

11. In any case in which a reference is made to the Civil Court, and the award of the Court is not made till after the special officer has been relieved of his special duties, the further payments due under the award shall be made by the Collector, who will observe the same procedure as if the reference to the Civil Court has been made himself, as prescribed in paragraphs 8 and 9 above.

#### **Procedure of Collector or other Civil Officer not specially employed for Land Acquisition.**

12. When the land is taken up by the Collector or other Civil Officer, not specially employed for the work, such Collector or Civil Officer is not a Public Works disburser, but draws money for payment due under his award from the Civil Treasury. Such Collector or Civil Officer shall, as soon he makes the award, or as soon as he ascertains that an award has been made by the Civil Court, prepare a statement in Form A or B or in both, as the case may be, showing the amounts due, and forward a copy thereof to the Accountant General concerned in the manner prescribed in paragraphs 3 and 4. Additions and alterations in the award statement should also be communicated to the Examiner as prescribed in paragraph 5, and a subsidiary statement in Form AA should, if necessary, be furnished as laid down in paragraph 3. The procedure laid down in paragraph 6 should also be observed by such Collector or Civil Officer.

13. In making the payments due, under the award, the Collector shall take from each person to whom payment is made a receipt in Form C, containing a reference to the particular entry in the award showing the amount due to the payee. In the case of payment to a number of persons under a single award, an acquittance roll may be substituted for separate receipts as laid down in paragraph 7. These receipts will be the Treasury Officer's vouchers for the payments, and shall be forwarded by him with the accounts of the month to the Accountant General of the Province, who will in ordinary course forward them to the Accountant General. For payments into Civil Courts the procedure laid down in paragraphs 8 and 9 should be observed.

14. The Treasury Officer has no concern with the award or with the award statement; he makes the payments on the authority of the Collector, or other officer assessing compensation. The Collector may either draw the amount to be disbursed to each payee separately, in which case he should countersign the receipt in Form C, and make it payable at the Treasury to the payee, altering the words "Paid in my presence <sup>in cash</sup> ~~by cheque~~" to "Pay"; or he may draw the total amount to be disbursed by him under the award on his own receipt as an advance, and after making the payments forward the receipts of the payees to the Treasury Officer in adjustment of the advance. In the former case, an advice list of the forms passed for payment should be sent to the Treasury Officer, who in turn should send weekly an advice of orders paid.

#### **Audit by Account Officers.**

15. Whether the payment is made by a special officer or by the Collector (or other Civil officer) the audit of the Accountant General shall consist in seeing that every payment is supported by a receipt in Form C, CC, D or E, and that the amount paid on such receipt is the amount payable under the award, as shown in the statement of which he will have received copies under the preceding orders. The Accountant General will also note in the last column of Form A the date on which possession is taken as reported to him by the Executive Engineer or other officer.

16. The Accountant General will, as he receives the vouchers, fill in the entries in the appropriate columns of the award statements (Forms A and B); and as he receives the reports of possession he will fill in the entries in column 10 of the statement in Form A: when all the vouchers showing either payment to the payee or payment into the Court on deposit and reports of possession have been received, he will forward a copy of the completed statements in Form A, AA, and B to the Chief Revenue Authority. This will complete the audit of the Accountant General; any other or further returns or reports from the officers who assess or pay compensation will be disposed of by the Chief Revenue Authority without reference to the Examiner.

17. When the land is acquired for, and the cost is debitable to, the Military Works Department, the procedure above laid down will be observed, the Examiner of Military Works Accounts being substituted for the Accountant General.

18. When the land is acquired for, and the cost is debitable to, any other Department than the Public Works Department or Military Works Department, the procedure will also be the same, the Account officer who will audit the payments being substituted for the Accountant General.

#### **Procedure when no money compensation is paid.**

19. In cases in which compensation is granted in the shape of either land in exchange or remission of revenue as provided in section 31 (3) of the Act, and the land is acquired for Government purposes, no adjustment of the value of the land given in exchange will be required, unless it is separately purchased by Government. If, however, the land is acquired for a body financially independent of Government, the value of the Government land given in exchange and the capitalised value of the abatement of Land Revenue should be charged against advances of funds (paragraph 21) made by that body.

#### **Investment of compensation money deposited in Court.**

20. Investments under sections 32 and 33 of the Act of money deposited in Court should be arranged for, in the case of purchase of Government securities, in communication between the Court and the Civil Accountant General concerned, and purchase of land should be effected under the Court's orders through the Collector or other Revenue Authority of the Province. The Accountant General will inform the Court what sum should be remitted to enable him to make the investment, and this amount will be paid from the deposits in Court.

#### **Audit, Adjustment and Recovery of payments on behalf of bodies financially independent of Government.**

21. In any case in which land is acquired for a Municipality or other body financially independent of Government, the Local Government may direct that the payments, instead of being made and audited in the same manner as the ordinary payments of such body, shall be made and audited as if the land were being acquired for Government. If the Local Government issues such an order, the Collector or other officer who makes payments on account of the land acquired shall draw funds from the Treasury and make payments in the manner laid down in these rules, using the forms prescribed and shall render his accounts to the Civil Accountant General. The Municipality or other body will pay the estimated cost of the compensation to the credit of Government in advance\* on such dates and in such instalments as the Local Government may direct, further payment of Government being required as soon as the Accountant General reports that the payments made exceed the amount received in advance. The Accountant General will deal with the accounts and payments as prescribed in these rules, debiting the payments against the advances received for the Municipality or other body.

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\* These sums should be credited in the treasury accounts to a special deposit head under Civil Deposits—

"Deposits for work done for Public bodies or individuals," while any charges should be supported by the vouchers prescribed in this annexure, unless these cannot be furnished at once, in which case the Accountant General will place them under objection, till the necessary vouchers have been obtained. If the awarding officer should at any time have in hand any sum in excess of his immediate requirements, he should repay it into the Treasury for credit of the special deposit head; any balance of the sum originally credited, which is not claimed at the expiration of a year from date of the award will be paid into a Civil Court by the officer in accordance with Rule 8 of this annexure.

No. AND DATE OF STATEMENT \_\_\_\_\_

DATE OF AWARD \_\_\_\_\_

Name of work for which land has been acquired \_\_\_\_\_

No. and date of declaration in \_\_\_\_\_ Gazette, viz., No. \_\_\_\_\_, dated \_\_\_\_\_, page \_\_\_\_\_.

Statement showing compensation awarded by \_\_\_\_\_ under Section \_\_\_\_\_, Act I of 1894, to all the persons interested in the plot of land situated in the village of \_\_\_\_\_ in estate \_\_\_\_\_, No. \_\_\_\_\_ on the Revenue Roll of the District of \_\_\_\_\_, Purgunnah \_\_\_\_\_.

1	2	3	4	5	6	7	8	9*		10*	
Serial number.	Names of persons to whom payment is due under the award.	Area of land.	Abatement of Land Revenue.	A valuation of any buildings that may be taken upon the land.	Total amount due to each person, including the amount shown in column 5, the amount awarded for the land, interest, costs and any other amounts due to the payee in connection with the acquisition of the land.	Distribution of the amount in column 6 taken from the subsidiary statement AA.	REMARKS.	NUMBER AND DATE OF VOUCHER.		DATE ON WHICH POSSESSION OF THE LAND WAS HANDED OVER TO THE DEPARTMENTAL AUTHORITIES FOR WHOM IT IS ACQUIRED.	
								No.	Date.	Date.	Reference to the report stating the date.
		R. a. p.	R. a. p.	R. a. p.	R. a. p.						

\* To be filled up in the Accountant General's Office.

NOTE 1.—Each award statement should be confined to the lands to be taken under one declaration—i. e., the awards given for lands acquired under more than one declaration should not be incorporated in one statement, but as many separate statements submitted as there are declarations.

NOTE 2.—Regarding column 7, see note to Statement AA.

## AA.

Particulars regarding the acceptance by the persons concerned of amounts entered in Award Statement No. \_\_\_\_\_  
dated \_\_\_\_\_.

Name of work for which land has been acquired \_\_\_\_\_  
No. and date of declaration in \_\_\_\_\_ Gazette, viz., No. \_\_\_\_\_, dated \_\_\_\_\_, page \_\_\_\_\_.

1	2	3			
Serial No. in the Statement of Award under Section 11 of the Act.	Name of person to whom payment is made under the award.	PARTICULARS OF AMOUNT ENTERED IN COLUMN 6 OF THE AWARD STATEMENT.			
		a	b	c	d
		Amount accepted without protest.	Amount accepted under protest.	Amount refused and the Court in which it is deposited.	Amount undischarged owing to non-attend- ance, and the treasury in which it is deposited.
		R a. p.	R a. p.	R a. p.	R a. p.

NOTE.—In noting these particulars in the Award Statement, it may be sufficient to enter the letter a, b, c, or d, as the case may be, in column 7 of the Statement, when the whole amount of the award is shown in one of the four sub-columns a, b, c or d in this Statement.

## B.

No. AND DATE OF STATEMENT. \_\_\_\_\_

Name of work for which land has been acquired \_\_\_\_\_

No. and date of declaration in \_\_\_\_\_ Gazette, viz., No. \_\_\_\_\_, dated \_\_\_\_\_, page \_\_\_\_\_.

Statement showing the amount of compensation awarded by the Court of \_\_\_\_\_ under Section 26 of Act I of 1894.

1	2	3	4	5	6	7	8
Serial No. in the Statement of award under Section 11 of the Act.	Names of persons to whom payment is due under the award.	Amount originally awarded.	Amount paid by Collector under the original award.	Total amount awarded by the Court.	Further payments due.	Remarks.	No. and date of voucher.
		<i>R. a. p.</i>	<i>R. a. p.</i>	<i>R. a. p.</i>	<i>R. a. p.</i>		.



Dated _____		+ Rs. _____		Rupees * C.		only.	
No. of Vouchers _____		Name of work for which the land has been acquired _____		No. and date of declaration in _____ <i>Gazette, viz.,</i> No. _____, dated _____		Serial No. _____ in Award Statement No. _____, dated _____	
Name of payee _____		I _____ of _____ District _____ Station _____ to _____		pergunnah _____, zillah _____		do hereby acknowledge to have received Rs. _____	
_____ on account of cost of land taken up by Government,		_____ as detailed on reverse.		Signature of the payee _____		Locality _____, the sum of _____, resident of _____, pergunnah _____	

Norm.—The receipt should be in English, but when the payee is unable to write in English he may give a receipt in the vernacular.

Dated _____		+ Rs. _____		Rupees * C.		only.	
No. of Vouchers _____		Name of work for which the land has been acquired _____		No. and date of declaration in _____ <i>Gazette, viz.,</i> No. _____, dated _____		Serial No. _____ in Award Statement No. _____, dated _____	
Name of payee _____		I _____ of _____ District _____ Station _____ to _____		pergunnah _____, zillah _____		do hereby acknowledge to have received Rs. _____	
_____ on account of cost of land taken up by Government		_____ as detailed on reverse.		Signature of the payee _____		Locality _____, the sum of _____, resident of _____, pergunnah _____	

Norm.—The receipt should be in English, but when the payee is unable to write in English he may give a receipt in the vernacular.

## (Reverse of Statement C.)

DETAILS OF LAND, ETC., AND THEIR VALUES.

DETAILS OF LAND, ETC., AND THEIR VALUES.

*Mouza* \_\_\_\_\_, *Pergunnah* \_\_\_\_\_, *Zillah* \_\_\_\_\_ *Mouza* \_\_\_\_\_, *Pergunnah* \_\_\_\_\_, *Zillah* \_\_\_\_\_.

*Land* \_\_\_\_\_, *Bigha* \_\_\_\_\_, *Cotta* \_\_\_\_\_, *Chuttack*. *Land* \_\_\_\_\_, *Bigha* \_\_\_\_\_, *Cotta* \_\_\_\_\_, *Chuttack*.

*Value* \_\_\_\_\_, *Rupees* \_\_\_\_\_, *Annas* \_\_\_\_\_, *Pies*. *Value* \_\_\_\_\_, *Rupees* \_\_\_\_\_, *Annas* \_\_\_\_\_, *Pies*.

## APPENDIX C

Paid in my presence <sup>in cash</sup> <sub>by cheque</sub> to the above persons the total sum of rupees\* \_\_\_\_\_ annas\* \_\_\_\_\_ pies\* \_\_\_\_\_ only.

\* In words.

*Signature of Officer.*

Name of work for which land has been acquired \_\_\_\_\_

The Sum of Rs. 1000 on account of Compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under Section 31 (2) of Act I of 1894.

[illegible]

*Land Acquisition Officer.*

Dated \_\_\_\_\_ 191 .

Received the above amount for credit to  
Civil Court Deposits.

*Judge.*

**NOTE.**—This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Name of work for which land has been acquired\_\_\_\_\_

To the Judge of the Court at \_\_\_\_\_.

The Sum of R. — on account of Compensation for land taken up for the above purpose, payable as detailed below, is tendered for deposit in Court under Section 31 (2) of Act I of 1894: —

Serial No. in Award Statement No.	Names of parties.	Area of land.	Amount payable to each.	RE- MARKS.
		Acres.	R	a. p.
	TOTAL			

*Land Acquisition Officer.*

*Dated* \_\_\_\_\_ 191 .

Received the above amount for credit to  
Civil Court Deposits.

*Judge.*

**NOTE.**—This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

Name of work for which land has been acquired\_\_\_\_\_

To the Judge of the Court at \_\_\_\_\_.

The Sum of Rs                      on account of Compensation for land taken up for the above purpose payable as detailed below, is tendered for deposit in Court under Section 31 (2) of Act I of 1894 :

Serial No. in Award Statement No.	Names of parties	Area of land.  Acres.	Amount payable to eac	RE- MARKS.
			R	P.
	TOTAL	.		

*Land Acquisition Officer.*

Dated \_\_\_\_\_ 191

Received the above amount for credit to  
Civil Court Deposits.

*Judae.*

NOTE.—This form should be used when the amounts of compensation due are sent to a Civil Court for deposit.

E.

NAME OF WORK FOR WHICH LAND HAS BEEN ACQUIRED \_\_\_\_\_

*To the Officer in charge of \_\_\_\_\_ Treasury.*

Please receive for transfer to credit of Revenue deposits the sum of R \_\_\_\_\_ on account of compensation for land taken up for the above purpose, payable as detailed below :—

Serial No. in Award Statement No.	Names of persons to whom due.	Area of land.	Amount payable to each.	REMARKS.
		Acres.	R a. p.	
TOTAL .				

Dated 191 . . . Land Acquisition Officer.

Received the above amount and credited to Revenue Deposits.

Treasury Officer.

NOTE.—This form should be used when the amounts of compensation due are sent to treasury in the absence of proprietors who have failed to present themselves for payment.

NAME OF WORK FOR WHICH LAND HAS BEEN ACQUIRED \_\_\_\_\_

*To the Officer in charge of \_\_\_\_\_ Treasury.*

Please receive for transfer to credit of Revenue deposits the sum of R \_\_\_\_\_ on account of compensation for land taken up for the above purpose, payable as detailed below :—

Serial No. in Award Statement No.	Names of persons to whom due.	Area of land.	Amount payable to each.	REMARKS.
		Acres.	R a. p.	
TOTAL .				

Dated 191 . . . Land Acquisition Officer.

Received the above amount and credited to Revenue Deposits.

Treasury Officer.

NOTE.—This form should be used when the amounts of compensation due are sent to treasury in the absence of proprietors who have failed to present themselves for payment.

*Insert the following as a new Appendix, numbering it as CC:—*

## APPENDIX—CC.

[See Chapter 8, Article 137 (h)].

*Rules for the guidance of persons sending patients for treatment and for patients arriving at the Pasteur Institute Kasauli.*

1. The Government of India have granted both to Government servants and to such indigent persons as are unconnected with the public service and are not assisted by private employers, etc., certain concessions to enable them, when bit'en by a rabid animal, to proceed without delay to the Pasteur Institute at Kasauli for treatment. These concessions are as follows:—

- (1) Any Government servant, who has difficulty in finding at once the means to enable him to proceed to the institute and whose substantive pay exceeds B100, but does not exceed R500 a month, may be granted an advance sufficient to defray his actual travelling expenses to Kasauli and back, namely, (a) a single fare each way by railway of the class by which he is entitled to travel on duty, and (b) for journeys by road or by river and ocean steamers, the actual cost of transit, not exceeding the amount admissible under rule. He may also be given an advance of one month's pay and be granted one month's casual leave or, when the appointment of a substitute is found necessary, one month's extra privilege leave, any leave required in excess being treated as privilege or sick leave. The sums thus advanced will be recovered in not less than three, but not more than twelve monthly instalments.

(2) Any Government servant, who has been bitten by a rabid animal and who is too poor to proceed to Kasauli at his own expense, may, provided that he is drawing not more than a substantive pay of Rs. 100 a month, be granted :—

(a) his actual travelling expenses to Kasauli and back not exceeding the amount admissible under the rule laid down in clause (1) above. [Government servants of the third and fourth classes (as defined in article 1002 of the Civil Service Regulations) may, however, be granted their full actual expenses for journeys by road at the discretion of local Governments];

(b) an advance of one month's pay; and

(c) one month's casual leave or, when the appointment of a substitute is found necessary, one month's extra privilege leave. (Any leave required in excess will be treated as privilege or sick leave.)

(3) Government servants drawing not more than Rs. 25 per mensem are entitled to maintenance allowance during treatment as well as during the journey to, and from, the Pasteur Institute, at the rates of daily allowance admissible to officers of third and fourth classes (as the case may be) under article 1063 of the Civil Service Regulations.

(4) Any Government servant drawing a substantive pay of not more than Rs. 500 a month may, if a member of his family is bitten by a rabid animal and he has difficulty in finding at once the means of sending him or her to the Pasteur Institute, be granted an advance not exceeding the actual travelling expenses [as defined in clauses (1) and (2) (a) above] of the person bitten to Kasauli and back *plus* one month's pay. If his pay does not exceed Rs. 100 a month, an advance of travelling expenses for an attendant, if necessary, may also be given at the rate sanctioned for the patient. The advances will be recoverable in the same manner as those referred to in clauses (1) and (2) (b) above. If his pay does not exceed Rs. 50 a month or if, in the opinion of the Commissioner of the Division or the Head of the Department, special circumstances exist which warrant the grant of an extended concession to a person drawing not more than Rs. 100 a month, the recovery of the amount advanced as travelling expenses for the attendant may be waived altogether or in part. Local Governments or Heads of Departments may also waive in special cases the recovery of the amounts advanced for the travelling expenses of members of families of Government servants whose pay does not exceed Rs. 50 a month.

(5) Any indigent person unconnected with the public service, who in the opinion of any officer authorized to grant the concession is

unable to proceed to the Pasteur Institute at his own expense, may be granted :—

- (a) 3rd class fare by rail if not receiving a railway concession, and actual expenses of journey by road, river or ocean steamer, as the case may be, to Kasauli and back ;
  - (b) maintenance allowance at the following daily rates :—  
Europeans and Anglo-Indians Re. 1 during the journey and Rs. 2-8-0 during treatment ; Indians 4 annas a day during the journey and 6 annas a day during treatment.
- (6) Indigent persons including women, children under 16 years of age and men who are, by reason of age or other sufficient cause incapable of travelling alone, may be allowed one attendant to accompany them to the Institute except in the special cases referred to in the note below when more than one attendant may be allowed, the cost being borne, if no railway concession is granted, by the fund to which the charges on account of the patient are debited. Such attendant or attendants may be granted the travelling expenses and maintenance allowance at the rate sanctioned for patients and also wages, not exceeding 4 annas a day, in cases where the despatching officer is satisfied that the patient is unable to pay the daily expenses of the attendant or attendants. (This concession is also admissible to Government servants drawing not more than Rs. 100 a month.)

NOTE.—More than one attendant may be allowed on the authority of one of the authorities mentioned in paragraph 7 (d) above in special cases as, e.g., when the patient is a child unable to travel without the mother or other woman in charge who also requires an attendant, or when the patient is a woman and in addition to one attendant is compelled to take one or more children with her.

2. The following is a short summary of the rules and regulations which have been laid down by the Government of India for the administration of these concessions :—

- (1) Any Government servant, not below such rank as may be fixed by the local Government, is empowered to grant the above-mentioned concessions except the maintenance allowance and return journey charges of indigent patients, which will be paid at Kasauli, and to authorize the immediate departure for Kasauli of any of the classes of persons specified, whether Government servants or indigent persons unconnected with the public service.
- (2) An intimation in the form appended to this memorandum is to be sent by the despatching officer either with the patient (in a closed cover addressed to the Director) or *with as little delay as possible after the despatch of the patient.*
- (3) Allowance for certified indigents and, when admissible, for their attendants also will be drawn as follows :—
  - (a) Conveyance charges from the arrival station to the Institute may be paid by the Director in exceptional



cases in which indigent patients are not sufficiently provided with funds for their onward journey and are unable to travel on foot owing to the severity of their wounds, ill-health or old age. Such charges will be supported by a certificate of indigence, insufficiency of funds supplied, and incapacity of the patient to travel on foot and will be recovered from the local treasury.

(b) Maintenance charges for days spent at Kasauli will be advanced by the Director of the Institute and recovered by him from the local Treasury Officer. No refund will be made by the Treasury Officer for any advance made unless vouched for by a certificate stating indigence and the fund from which the expenditure is to be met.

(c) Travelling allowances and maintenance charges for the return journey will be paid by the Director of the Institute according to the rates admissible to a patient and will be recovered from the local Treasury Officer. The charges will be supported by the intimation received from the officer who is responsible for the original advance and a discharge certificate from the Director in respect of each individual to whom advances are made on these accounts.

NOTE.—These advances will be made from a permanent advance and will be reconped on consolidated bills.

(4) The Director may also make advances to indigent persons who come to Kasauli paying their own expense up to the landing station but are unable to pay the conveyance charges for the further onward journey or to maintain themselves there or to pay for their return journey. The possibility of recovering these advances should then be investigated in the following manner. The Director should correspond direct with the officers in charge of the districts to which the patients, to whom advances have been made, say they belong, and should ask them to take over for investigation claims in respect of the advances made. District officers should also take over these claims as soon as they are satisfied that the persons who received the advances actually belong to their districts and should inform the Director that they have done so. The Director should then recover the amounts advanced from the Treasury, producing the district officers' "acceptances" as vouchers, and the claims should then be passed on to the provinces concerned—to be adjusted as the amounts advanced are recovered or written off under the local rules. Any sum which is found to be irrecoverable after being passed on to a district officer will be debited to the province concerned as a provincial charge under the head "32—Miscellaneous—Miscellaneous charges for the treatment of patients at the Pasteur Institute, Kasauli." Otherwise, i.e., if no district officer takes over the claim, the Director will send to the Treasury Officer a

certificate to this effect, on which the advance will be refunded to the Director. The amount will then be adjusted finally in the books of the Accountant General, Punjab, under the head specified above.

- (5) With regard to indigent patients who are sent, for treatment, from the Pasteur Institute to the Civil or Cantonment General Hospital, Kasauli, or are admitted into the Rabies Hospital, the Director will, in the first instance, defray the expenses connected with their diet and hospital charges and, in case of death, of their burial or cremation, as the case may be, and recover the cost in the same way as in the cases referred to in clauses (3) (b) and (4) above.
- (6) The Director of the Institute may, on the production of satisfactory proof of identity and of adequate evidence that the patient, if a Government servant, did not receive an advance of one month's pay admissible to him under these rules and regulations as a recoverable loan, grant to such a Government servant an advance not exceeding one month's pay, intimating the grant to the head of the Department to which the Government servant belongs with a view to the recovery of the sum advanced from his salary in not less than three, but not more than twelve monthly instalments. The proof furnished by the Government servant will be made a voucher and the charge will be recovered by the Director from the Treasury Officer at Kasauli, who will arrange to pass it on to the province concerned. Subject to the same conditions of proof and recovery, the Director may also make, in very special cases, a further advance, not exceeding half a month's pay, to a Government servant who has already received an advance of one month's pay before his departure for Kasauli but has run short of funds while under treatment. Any of the above advances may also be granted subject to the above conditions of proof and recovery, if applied for in the case of the family of a Government servant undergoing treatment at the Institute.

#### FORM OF INTIMATION.

(a) \_\_\_\_\_ is hereby directed to proceed for Anti-rabies treatment to Kasauli and is allowed to take (b) \_\_\_\_\_ as his attendant. He is a (c) \_\_\_\_\_ sent at the expense of (d) \_\_\_\_\_ who will bear all further charges in connection with his treatment.

He has been granted the concessions noted on reverse.

Nothing for maintenance at Kasauli and return journey expenses has been advanced to him.

Station \_\_\_\_\_

Signature \_\_\_\_\_

(Despatching Officer).

Dated the \_\_\_\_\_ 19 .

Designation \_\_\_\_\_

- (a) Name of the patient.  
 (b) Name of the attendant (if any sent).  
 (c) 1. Government servant.  
       2. Local Fund servant.  
       3. Municipal servant.  
       4. Member of the family of No. 1, 2 or 3.  
       5. Indigent person.  
 (d) 1. Government, if so, also state, Provincial or Imperial Revenues.  
       2. Municipal Fund.  
       3. Local Fund.

N.B.—Nothing to be stated against (d) if the patient is a Government servant.

(REVERSE.)

List of concessions granted to \_\_\_\_\_ sent for anti-rabic treatment.

Advance of one month's pay

Road journey allowance to the entraining Railway Station

class Railway fare ( \_\_\_\_\_ tickets) to

Third class free tickets from \_\_\_\_\_ to

class Steamer or boat hire Rs \_\_\_\_\_ per head from \_\_\_\_\_ to

Diet *en route* \_\_\_\_\_ days at \_\_\_\_\_ per day

Road journey allowance Kalka to Kasauli :—

Mileage Rs

6 Rickshaw Rs

Pony hire Rs

Coolie Rs

Note 1.—Copies of this form may be obtained gratis on application at the nearest dispensary or police station.

Note. 2.—Rates of conveyances plying between Kalka and Kasauli.

	Rs.	A.	P.		Rs.	A.	P.
Coolie . . . . .	0	5	9	Pony, 1st class . . . . .	2	9	9
Baggage mule . . . . .	0	15	0	Pony, 2nd Class . . . . .	1	9	9
Dooly . . . . .	2	6	0	Dandy (8 coolies) . . . . .	4	12	0
				Rickshaw (8 coolies) . . . . .	5	4	0

[20th List—2-1-18.]

Appendix D.—India, page 323—

*Add a new entry below “Coorg (Mercara)” in the proper columns:—*

Delhi . . . . . ) Bank of Bengal, Delhi.

*1st List—10-8-13.*

\*Page 323—Appendix D.

*In the list under “India” insert the following entry under  
“Delhi”:*—

Delhi Sub-Treasury (b)

Officer-in-charge.

15th list—1-11-16.

Against Akola, Bhandara, Chanda, Chhindwara and Jubbulpore in the list of Treasuries under Central Provinces put the letters (e), (f), (g), (h), and (i) respectively, and insert the following footnotes:—

(e)—Allowed to issue Remittance Transfer Receipts direct on the Khamgaon Sub-treasury for payment of Establishment and Travelling allowance bills of the Public Works Department.

(f)—Allowed to issue Remittance Transfer Receipts direct on the Baibar sub-treasury for payment of Establishment and Travelling allowance bills of the P. W. D.

(g)—Allowed to issue Remittance Transfer Receipts direct on the Arvi sub-treasury for payment of Establishment and Travelling allowance bills of the P. W. D.

(h)—Allowed to issue Remittance Transfer Receipts direct on the Bhainsdehi, Multai and Lakhnadon sub-treasuries for payment of Establishment and Travelling allowance bills of the P. W. D.

(i)—Allowed to issue Remittance Transfer Receipts direct on the Banda sub-treasury for payment of Establishment and Travelling allowance bills of the P. W. D.

• Central Provinces.

*Add* “and the Commandant of the Central School of Musketry”  
*after* “Officer Commanding” *under note (d) in the footnote.*

*and List—1.A.18.*

*Page 323—Appendix D.*

*Substitute “Officer-in-charge” for “Imperial Bank of Persia” against the entry ‘Bushire’ in the list under ‘India.’*

*15th list—1-11-16.*